



COUNTY OF LOS ANGELES
invites applications for the position of:

ASSISTANT TREASURER AND TAX COLLECTOR, PUBLIC ADMINISTRATOR (UC)

SALARY:

\$10,476.46 - \$15,856.97 Monthly
\$125,717.52 - \$190,283.64 Annually

OPENING DATE:

05/06/16

CLOSING DATE:

05/27/16 05:00 PM

POSITION/PROGRAM INFORMATION:

The County is conducting a search for an individual to fill an Assistant Treasurer and Tax Collector position with executive responsibility over the public administrator branch.

This is an unclassified position. Interested individuals must apply as directed in the brochure.

To download the brochure, click [here](#).

A questionnaire is required. To download the questionnaire, click [here](#).

To view and print a copy of the brochure for this position, you must have [Adobe Acrobat Reader](#) installed on your computer.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES
Employment Information**

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Your Responsibilities:**1. Completing Your Application:**

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and

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- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL

about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

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Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2,

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PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or

1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part

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consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #UC-0045
ASSISTANT TREASURER AND TAX COLLECTOR, PUBLIC ADMINISTRATOR
(UC)
LB

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DMH/DCFS COLLABORATION PROGRAM

TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

Clinical Psychologist II

The **Service Area 5 Specialized Foster Care Co located Program** is seeking an enthusiastic, motivated, experienced individual to fill the position of **Clinical Psychologist II**. Candidates with excellent clinical, organizational, and mental health crisis oriented skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide clinical expertise at various multidisciplinary interagency meetings.
- Screening and assessing children and youth to identify their mental health needs.
- Activating and coordinating services with the DMH Psychiatric Mobile Response team (PMRT) as well as providing crisis intervention services.
- Providing brief psychotherapy until the children and transition age youth are successfully linked to appropriate mental health services.
- Acting as a liaison between the DMH/DCFS specialized programs, and, if warranted, accompanying DCFS staff on field visits.
- Managing and monitoring referrals to mental health and non mental health providers.
- Coordinating and teaming with DCFS staff and DMH SA5 administrative staff.
- Documentation via the IBHIS system.
- Tracking monthly referrals via the SFC tracking system.

DESIRABLE QUALIFICATIONS:

- Clinical experience working with children and adolescents with mental health issues and co-occurring substance disorders.
- Experience coordinating with various State/County entities such as DCFS, DMH, Probation and the court system.
- Experience in effectively accessing and coordinating mental health and non mental health community services.
- Experience and/or desire to work in a crisis oriented environment.
- Demonstrated experience with adhering to set timelines, documentation requirements, and HIPAA policies.
- Demonstrated experience to work effectively in a team environment.

Interested applicants who are currently holding the payroll title of **Clinical Psychologist II** may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Tuesday, May 31, 2016 to:**

Anahid Markarian-Aghaniantz
Senior Secretary III
SA5 Administration
Ph: (310)482-6600

AMarkarianAghaniantz@dmh.lacounty.gov

11303 W Washington Blvd. STE 200, Los Angeles, CA 90066



COUNTY OF LOS ANGELES
invites applications for the position of:

PROGRAM DIRECTOR, CONSUMER RIGHTS AND ADVOCACY

SALARY: \$8,149.46 - \$10,688.82 Monthly
\$97,793.52 - \$128,265.84 Annually

OPENING DATE: 05/11/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER
b8152I

TYPE OF RECRUITMENT
OPEN COMPETITIVE

FILING START DATE
05/12/16 AT 8:00 A.M.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

POSITION/PROGRAM INFORMATION

The position allocable to this class report directly to and receive general administrative direction from the Medical Director of Mental Health. The Program Director, Patients' Rights and Advocacy is responsible for the development, implementation, and administration of services and initiatives towards ensuring that public and private mental health facilities in the County of Los Angeles are in compliance with patients' rights laws and regulations. This position provides administrative and technical supervision to professional and clerical support staff engaged in carrying out program services and activities.

ESSENTIAL JOB FUNCTIONS:

Sets standards and direction for the Patients' Rights Office incorporating Department of Mental Health's vision of partnering with clients, families and the community to create hope, wellness and recovery.

Implements program projects, policies and procedures.

Directs the monitoring of public and private facilities for compliance with patients' rights laws and regulations.

Develops and makes recommendations regarding proposed DMH policies related to patients' rights, LPS (Lanteman-Petris-Short) Designation Standards, and applicable mental health laws.

Directs and oversees the Mental Health Plan's Appeal and Grievance Resolution Process for both hospitals (inpatient) and non-hospitals (outpatient) Beneficiary Services Program.

Directs and oversees the Residential Advocacy Program which includes oversight of the following facilities: Licensed, Unlicensed, Sober Living, Collaborative Housing, Shelter Beds, Independent Housing.

Recruits, hires, orients and provides training to all staff.

Carries out assignments and investigations at the request of the Director, Chief Deputy Director and Medical Director.

Ensures that all correspondence and investigative reports released from the Patients' Rights Office are accurate and of high quality.

Oversees and directs the Patients' Rights component of the Los Angeles County DMH LPS Designation Training Program.

Directs advocacy staff in the representation of clients at legally mandated administrative hearings. Trains staff in the proper conduct and strategies at these hearings. Sets guidelines for these proceedings in collaboration with Superior Court 95.

Acts as liaison to public and private agencies, advocacy groups, legal and mental health professionals and organizations, and other County departments on matters pertaining to patients' rights.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Option I: A Master's degree" from an accredited college or university with specialization in Clinical Psychology, Public Health, Social Work or the Behavioral Sciences - AND - Five years of experience in community mental health work**, one year of which must have been working as a mental health professional in a patients' rights or patient advocacy program. -OR-

Option II: A Bachelor's degree* from an accredited college in one of the above disciplines -AND- Six years of experience in community mental health work**, two years of which must have been working as a mental health professional in a patients' rights or patient advocacy program.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light: physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

SPECIAL REQUIREMENT INFORMATION

**Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of an interview weighted 100%. The interview will cover training, experience, personal fitness and general ability to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an "**as-received**" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health, Patient's Rights Office.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. Utilizing **VERBIAGE** from the Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you met the requirements. Do so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the "Apply" tab for this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. diploma, resume, etc.) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: Celia Yeung, Exams Analyst
Department Contact Phone: 213-972-7038 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

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b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

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NOTE: Your application is submitted using Secure

of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

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Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

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persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #b81521
PROGRAM DIRECTOR, CONSUMER RIGHTS AND ADVOCACY
CY

PROGRAM DIRECTOR, CONSUMER RIGHTS AND ADVOCACY Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.

☐ Yes

- * 2. Which of the following best describes your level of education?

- ☐ Associate's degree
☐ Bachelor's degree
☐ Master's degree
☐ Doctorate degree

- * 3. Which of the following best describes your area of specialization for your Bachelor's degree or higher?

- ☐ Clinical Psychology
☐ Public Health
☐ Social Work

☐ Behavioral Sciences

☐ Other

- * 4. Please indicate your years of experience in community mental health work*.

*Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

☐ No experience

☐ 5 years to less than 6 years

☐ 6 years or more

- * 5. Please indicate your years of experience working as a mental health professional in a patients' rights or patient advocacy program.

☐ No experience

☐ 1 year to less than 2 years

☐ 2 years or more

- * 6. Describe in detail your experience in community mental health work.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

EMPLOYER/COUNTY DEPARTMENT UNIT

PAYROLL TITLE

COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

NUMBER OF HOURS WORKED PER WEEK

NAME AND CONTACT NUMBER(S) OF DIRECT SUPERVISOR(S)

COMPLETE DESCRIPTION OF DUTIES

7. Describe in detail your experience working as a mental health professional in a patients' rights or patient advocacy program.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

EMPLOYER/COUNTY DEPARTMENT UNIT

PAYROLL TITLE

COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

NUMBER OF HOURS WORKED PER WEEK

NAME AND CONTACT NUMBER(S) OF DIRECT SUPERVISOR(S)

COMPLETE DESCRIPTION OF DUTIES

- * Required Question

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU**

**TRANSFER OPPORTUNITY
HOLLYWOOD MENTAL HEALTH CENTER - MH CLINICAL SUPERVISOR**

Department of Mental Health (DMH) is seeking a highly motivated, self-directed, organized and dedicated individual to serve as a Mental Health Clinical Supervisor for the Cal WORKS/GROW/IPS Program. The Program consists of a multi-disciplinary team that serves persons with serious mental illness; referrals are received from DPSS. Close collaboration is required with different SA agencies. The team functions provides treatment and mental health services, case management, rehabilitation, medication support, individual therapy, crisis intervention, substance use treatment, assistance with benefits establishment, employment and housing assistance and assistance with other consumer service needs.

Duties to be performed by the MH Clinical Supervisor include the following:

- Planning, assigning and supervising work performed by the multi-disciplinary staff
- Provides clinical and administrative supervision, staff training and consultation
- Assists with the management of those clients requiring more intensive services and 5150 evaluations
- Facilitates team meetings with the multi-disciplinary staff
- Participates in CAL WORKS meetings and trainings.
- Attends county, Department and Community agency meetings
- Prepares monthly reports and participates in the preparation for program audits
- Provides oversight of activities, referrals and timely enrollment of clients
- Assists with investigations and responses regarding client complaints
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Clinical and Administrative supervisory experience
- LPS designation
- Available to respond to clinical emergencies if needed
- Good computer skills, ability to be creative, problems solve, delegate and motivate

Interested individuals currently holding the payroll title of Mental Health Clinical Supervisor are encouraged to email their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Friday, May 20, 2016** to:

**Barbara C. Engleman, LCSW
MH Clinical Program Manager II
1224 Vine Street
Los Angeles, CA 90038
Phone: (323) 769 – 6182 direct line
(323) 769 – 6183 message line
bengleman@dmh.lacounty.gov**

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE
SA 3 Program Administration**

**TRANSFER OPPORTUNITY
Senior Secretary III**

ABOUT THE POSITION

Children's Systems of Care- SA 3 Administration is seeking a highly-motivated, proactive, organized, and experienced individual to fill the full-time position of Sr. Secretary III.

DUTIES & RESPONSIBILITIES

- Manage District Chief's calendar, including scheduling meetings and conference calls, and making travel arrangements, as needed.
- Act as intermediary between District Chief and staff.
- Act as liaison between the District Chief and other bureaus, divisions, departments, and agencies.
- Prepare interoffice notices, bulletins, and memoranda, including interpretation of departmental policy and laws and regulations governing the activities of the Division.
- Proofread administrative assignments, including Goldenrods, Board Letters, Performance Evaluations, etc.
- Control Division Performance Evaluations for timely completion.
- Act as Division Travel Coordinator, ensuring adherence to internal Bureau protocols.
- Maintain confidential office personnel files.
- Work with lower-level secretaries within Division to develop skills for promotion and advancement.
- Conduct interviews for potential clerical or secretarial candidates, as needed.
- Order and maintain supplies for Administration unit.
- Act as back-up Timekeeper.

DESIRABLE QUALIFICATIONS

- Supervising experience
- Knowledge of the Department's Policies and Procedures
- Excellent interpersonal and organizational skills
- Excellent oral and written communication, grammar, and language skills
- Ability to work independently and as a team with various disciplines
- Comfortable working in a fast-paced, dynamic environment
- Proficient in Microsoft Word, Excel, and Outlook, as well as IHBIS
- Flexibility with the ability to multi-task

Interested applicants holding the payroll title of Senior Secretary III should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by **May 18, 2016** to:

Debbie Jalomo, Senior Secretary III
(213) 739-5445

Fax: (213) 252-0237 E-mail: djalomo@dmh.lacounty.gov
600 South Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005

Currently the SA 3 Administration Team is located in the downtown area, but will be moving to the San Gabriel Valley within the next 12 months.

AN EQUAL OPPORTUNITY EMPLOYER